

The regular meeting of the Municipal Civil Service Commission convened on Monday, January 27, 2003, at 9:00 a.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Hearing on the merits of the appeal of Billie G. Lee, from the action of the Department of Public Safety, Division of Fire, suspending him for 48 hours from the position of Fire Battalion Chief – Case No. 02-CA-0003.*

Commission President Tyson granted a continuance for this hearing.

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RE: *Review and approval of the December 16, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal: Harry Jackson vs. Columbus Public Schools, Appeal No. 02-BA-0017. Intervention Aide – Discharge – hearing scheduled for March 17, 2003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and advised that this pre-hearing conference is scheduled for the noon hour today. She will report on the results of the pre-hearing conference at the February 24, 2003, Regular Commission Meeting.

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Re: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Request of appellant Theresa Conway to withdraw the appeal she filed with the Civil Service Commission on April 1, 2002 regarding her discharge from the position of Bus Driver with the Columbus Public Schools – Appeal No. 02-BA-0005.*

The Commissioners approved Ms. Conway's request to withdraw the appeal she filed on April 1, 2002.

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RE: *Request of appellant Shelton Barksdale to withdraw the appeal he filed with the Civil Service Commission on April 18, 2002, regarding his discharge from the position of Head Custodian II with the Columbus Public Schools – Appeal No. 02-BA-0009.*

This item was deferred.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Public Information Officer (Class Code 345).*

PRESENT: Robert Smallwood, Columbus Public Schools

Mr. Smallwood presented a request from the Columbus Public Schools to approve revisions to the specification for the classification Public Information Officer. These revisions were recommended to reflect new duties that will be performed by persons in the classification and to clearly differentiate this classification from the administrative position Communications Director.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *City of Columbus Classification Actions.*

No City of Columbus classification actions were submitted this month.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

Request of the Civil Service Commission staff to deem Diana Miller qualified for the preferred eligible list for Clerk Specialist (Class Code 0557).

Jeanne Gallagher, Personnel Analyst I, presented this request to deem Diana Miller qualified for the preferred eligible list for Clerk Specialist. A position audit was conducted on Ms. Miller's current Clerk II position and it was determined that the position would be more appropriately classified as a Clerk Specialist. The Department elected to reallocate the position to a Clerk Specialist. Ms. Miller has performed Clerk Specialist duties satisfactorily for the equivalency of the probationary period assigned to the classification and she has successfully passed the Clerk Specialist test. In accordance with Rule X(G)(1)(b) it was therefore requested that Ms. Miller be deemed eligible for the preferred eligible list.

A motion to approve the request was made, seconded, and passed unanimously.

Request of the Civil Service Commission staff to deem Carla Goddard qualified for the preferred eligible list for Administrative Assistant (Class Code 0774).

Tammy Rollins, Personnel Administrative Officer, presented this request to deem Carla Goddard qualified for the preferred eligible list for Administrative Assistant. As a result of an impending reorganization Ms. Goddard's current Clerk Specialist classification was closely reviewed. It was determined that the unit to which this position is assigned would perform more optimally by assigning more administrative support type responsibilities (administering entry-level exams) to this position thereby enabling the Personnel Analysts on the team to work on more appropriate, higher level responsibilities such as test development and construction. Ms. Goddard passed the Administrative Assistant test and has occupied her current position for at least one year. In accordance with Rule X(G)(1)(b) it was therefore requested that Ms. Goddard be deemed eligible for the preferred list.

A motion to approve the request was made, seconded, and passed unanimously.

Request of the Civil Service Commission staff to deem Melinda Laird qualified for the preferred eligible list for Clerk Specialist (Class Code 0557).

Jeanne Gallagher, Personnel Analyst I, presented this request to deem Melinda Laird qualified for the preferred eligible list for Clerk Specialist. A position audit was conducted on Ms. Laird's current Clerk II position and it was determined that the position would be more appropriately classified as a Clerk Specialist. The Department elected to reallocate the position to a Clerk Specialist. Ms. Laird has performed Clerk Specialist duties satisfactorily for the equivalency of the probationary period assigned to the classification and she has successfully passed the Clerk Specialist test. In accordance with Rule X(G)(1)(b) it was therefore requested that Ms. Laird be deemed eligible for the preferred eligible list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Daniel H. Yount, III regarding his score on the oral board component of the Firefighter examination – Appeal No. 02-CA-0019.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Yount's appeal without a hearing. Mr. Yount requested his score on the firefighter oral board component of the exam be re-evaluated as he felt he should have scored higher. The graders for this exam were thoroughly trained, including practice grading. In addition, six different individuals graded each exam independently. The graders were also permitted to discuss the ratings after an applicant had been scored in order to ensure the ratings were consistent. Based upon the foregoing, the Commissioners found no basis for taking further action on this matter and dismissed it without a hearing pursuant to Commission Rule XIII(G)(1).

Review of the appeal of Harold Yoder regarding his score on the oral board component of the Firefighter examination – Appeal No. 03-CA-0001.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Yoder's appeal without a hearing. Mr. Yoder appealed his elimination from the testing process for Firefighter based on his oral exam score. Six individuals who were thoroughly trained on the rating scales and the different exam scenarios independently graded the exam. Applicants were required to score above 70 in order to pass the exam. Applicants' scores were determined based on how each person performed relative to the other applicants on the same scoring dimensions. Based upon the foregoing, the Commissioners found no basis for taking further action on this matter and dismissed Mr. Yoder's appeal without a hearing pursuant to Commission Rule XIII(G)(1).

Review of the appeal of Richard L. Jackson regarding the typing speed requirement on the Police Communications Technician examination – Appeal No. 03-CA-0002.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Jackson's appeal relative to the typing speed requirement for the Police Communications Technician examination. Instructions were both read aloud and given to candidates in writing advising that speed and accuracy would be counted for the data entry modules of this test. On-screen and oral instructions also stated that applicants would be graded on speed and accuracy during the data entry testing module. Based upon the foregoing, the Commissioners dismissed Mr. Jackson's appeal without a hearing pursuant to Commission Rule XIII(G)(1).

Review of the appeal of Yvonne Irvine regard her 3rd Step Grievance with the Columbus Public Schools – Appeal No. 02-BA-0024.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss two appeals filed by Ms. Irvine on December 26, 2002. Both appeals reference sections of the Agreement between the Columbus School Employee Association and the

Columbus Board of Education. The subjects of discipline, representation, discrimination, harassment and sick leave use are all governed by the negotiated collective bargaining agreement and as such, the Civil Service Commission has no authority or jurisdiction over these subjects. Based upon the foregoing, the Commissioners dismissed Ms. Irvine’s appeal without a hearing.

Review of the appeal of Linda S. Jones regarding her 3rd Step Grievance with the Columbus Public Schools – Appeal No. 03-BA-0001.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Jones’ appeal concerning the denial of her 3rd Step Grievance and her request for extended service and benefits at the Columbus Public Schools. The Commissioners determined that this is a contractual matter governed by the negotiated collective bargaining agreement and therefore, the Commission has no jurisdiction over the matter. The appeal was therefore dismissed without a hearing.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
January 2, 2003

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Donna R. Relli	Police Communication Technician	03-BR-001
Jesse L. Jackson	Police Officer	03-BR-002
Kevin M. Elliott	Police Officer	03-BR-003
Robert O. Jackson	Police Officer	03-BR-004
Jack D. Lightfoot II	Police Officer	03-BR-005
Jeffrey A. Schneider	Police Officer	03-BR-006
Anthony R. Iulianelli	Firefighter	03-BR-007
Tina M. Russell	Police Communication Technician	03-BR-008

After reviewing the files of Donna R. Relli and Tina M. Russell the Commissioners decided that their names would not be reinstated to the Police Communication Technician eligible list.

After reviewing the files of Jesse L. Jackson, Kevin M. Elliott, Robert O. Jackson, Jack D. Lightfoot II and Jeffrey A. Schneider, the Commissioners decided that their names would not be reinstated to the Police Officer eligible list.

After reviewing Anthony R. Iulianelli’s file, the Commissioners decided that his name would not be reinstated to the Firefighter eligible list.

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The Commissioners adjourned their regular meeting at 9:20 a.m.

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<hr/> Priscilla R. Tyson, Commission President	<hr/> February 24, 2003 Date
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